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ABSTRACT

Designed as a practical reference book that can be useful to readers in any writing situation, this handbook offers guidance for writing assignments across the curriculum as well as help in writing resumes, letters, and scholarship, college, and job applications. The handbook describes the 10 common methods for developing any kind of writing and gives step-by-step instructions for writing assignments. The three parts of the handbook include: (1) a general discussion of how to plan, write, revise, and proofread; (2) a description of virtually every kind of writing, both academic and personal; and (3) quick definitions and brief examples in a glossary. (RS)

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